



# TEXAS SOUTHERN UNIVERSITY

## Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

### 2022-2023- Work-Study Job Request Form

|   |                                   |                    |   |
|---|-----------------------------------|--------------------|---|
| <b>Supervisor Contact Information – Please complete all fields.</b> |                                   | <b>Choose One:</b> | <b>On-Campus</b>                                  |
| Supervisor Name   | Hill, Michelle                    | Supervisor Title   | Executive Director, Student Success & Advancement |
| Building/Department   | Jesse H. Jones School of Business | Room#/Floor        | Suite 117, 1 <sup>st</sup> Floor                  |
| Phone Number  | 713-313-7721                      | Email Address      | michelle.hill@tsu.edu                             |
| BackUp Supervisor   | Brown, Kadiffa                    | BackUp Title       | Academic Advisor                                  |
| BackUp Phone Number   | 713-313-7942                      | BackUp Email       | kadiffa.brown@tsu.edu                             |

|  |                     |                      |                 |                     |                    |
|--|---------------------|----------------------|-----------------|---------------------|--------------------|
| <b>Days/Hours of Operation – Please enter the hours your department is open on the specified days.</b> |                     |                      |                 |                     |                    |
| <b>EXAMPLE</b>   | <b>OPEN: 8:00am</b> | <b>CLOSE: 5:00pm</b> | <b>THURSDAY</b> | <b>OPEN: 8:00</b>   | <b>CLOSE: 5:00</b> |
| <b>MONDAY</b>  | <b>OPEN: 8:00</b>   | <b>CLOSE: 5:00</b>   | <b>FRIDAY</b>   | <b>OPEN: 8:00</b>   | <b>CLOSE: 5:00</b> |
| <b>TUESDAY</b>   | <b>OPEN: 8:00</b>   | <b>CLOSE: 5:00</b>   | <b>SATURDAY</b> | <b>OPEN: Closed</b> | <b>CLOSE:</b>      |
| <b>WEDNESDAY</b>   | <b>OPEN: 8:00</b>   | <b>CLOSE: 5:00</b>   | <b>SUNDAY</b>   | <b>OPEN: Closed</b> | <b>CLOSE:</b>      |

|  |                |               |                        |                  |   |
|--|----------------|---------------|------------------------|------------------|---|
| <b>Job Information – Attach additional documents, if needed.</b> |                |               |                        |                  |   |
| Job Title  | Student Worker | Work Location | JHJ School of Business | No. of Positions | 2 |
| Minimum GPA Requirement  | 2.0            | Major         | Open                   |                  |   |

#### Job Description/Duties

Assist visiting students, parents, and alumni with issues and/or questions regarding academic majors offered in the JHJ School of Business. Assist with answering phones, conducting outreach, filing, and participating in staff initiatives.

#### Dress Code

Business Casual

#### Objective (What [skills, experiences] will the student develop in this position?)

Ability to write, speak well, basic office standards/protocol, team building, and critical thinking skills.

Any changes to your job description will require a new Work-Study Job Request Form. This position will remain open until notified by the supervisor/work-study coordinator. No.

Date: 08/12/2022

#### Work-Study Office Only

|                    |                              |
|--------------------|------------------------------|
| Date Posted Online | Work-Study Coordinator _____ |
| JOBREQ#            | Date _____                   |

Updated:  
02MAY12

Please send your documents to:  
Texas Southern University  
Office of Student Financial Assistance  
3100 Cleburne Street • Houston, TX 77004